SEMESTER END EXAMINATION, MAY, 2024

Course Name: - B.Tech **Semester:- IV**
Paper Name: - Effective Technical Communication **Paper Code:-THS-401**
Time - 3 Hrs + 20 minutes per hour extra time for V.I. & examinees with writer. **Max Marks-70**
समय-- 3 घण्टे + 20 मिनट प्रति घंटे अतिरिक्त--दृष्टिबाधित एवं सह लेखक परीक्षार्थियों के लिए। अधिकतम अंक–70

Instructions:

- The question paper consists of three sections namely A, B, C. All sections are compulsory.
- Section A- Each question carries **3 mark. All questions are compulsory.**
- Section B- Answer any **5 out of 7** given questions in maximum one hundred fifty (150) words. Each question carries **7 marks.**
- Section C- Answer any **2 out of 3** given questions in maximum three hundred (300) words. Each question carries **10 marks.**

निर्देश:

- प्रश्न पत्र में तीन खण्ड अ, ब, व स हैं। सभी खण्ड अनिवार्य हैं।
- खण्ड–अ में प्रत्येक प्रश्न तीन अंक का है। **सभी प्रश्न अनिवार्य हैं।**
- खण्ड–ब में **सात प्रश्नों में से किन्हीं पाँच** प्रश्नों के उत्तर अधिकतम 150 शब्दों में दें। प्रत्येक प्रश्न **सात अंक** का है।
- खण्ड–स में **तीन प्रश्नों में से किन्हीं दो** प्रश्नों के उत्तर अधिकतम (250-300) शब्दों में दें। प्रत्येक प्रश्न **10 अंक** का है।

Section – A (खण्ड–अ)

Objective Questions(वस्तुनिष्ठ प्रश्न)

1. Answer all the following questions. 5x3 =15
निम्नलिखित सभी प्रश्न अनिवार्य हैं।

i) Which one of these is not the part of seven Cs
a) Courtesy b) Clarity
c) Coherent d) Cliche

ii) A Technical communication must be
a) Accurate b) clear
c) courteous d) All of these

iii) Intrapersonal barriers to communication is-
a) Barrier between between person-to-person b) individuals' inbuilt barriers
c) external barriers the emotional barriers d) Semantic barriers

iv) Semantic barriers are related to
a) Language b) Distance
c) Body language d) Culture

v) Grapevine is
a) Formal communication b) Informal communication
c) Organisational communication d) None of these

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Section – B खण्ड–ब)
Short Answer Questions (लघुउत्तरीय प्रश्न)

2. Answer any five of the following questions in maximum 150 words. 5x7=35
निम्नलिखित में से किन्हीं पाँच प्रश्नों के उत्तर अधिकतम 150 शब्दों में दें।

i. What are advantages and disadvantages of informal network (Grapevine Communication)?

ii. What is Group Discussion? Name five advantages and disadvantages of GD.

iii. What is AIDA? How does this help in written communication in Organizations.

iv. What do you understand by Paralinguistic Features of Communication? Explain its types with examples.

v. Define interview and its types. How are Negotiation Skills required at this stage?

vi. What do you mean by Ethical Engineering and how does this help to create or mould one's personality and character?

vii. What is IPR, its types? Define Plagiarism in the same context.

Section – C (खण्ड–स)
Descriptive Questions (विवरणात्मक प्रश्न)

3. Answer any two of the following question in maximum **300** words. 2x10=20
निम्नलिखित में से किन्हीं दो प्रश्नों के उत्तर अधिकतम **300** शब्दों में दें।

i) What are Etiquettes, different types and what role it plays in context to respecting privacy and time management?

ii) What is a proposal writing, its steps and different types.
Write a proposal applying for the Technical- Cultural Fest to be organized by your university.

iii) What is LSRW and its significance in communication? Elaborate its types and methods.

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